

FAA dbE-Connect System – Statement of Work

1. Background

The U.S. Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE) regulations require state and local transportation agencies that receive DOT financial assistance, to establish goals for the participation of DBEs. Each DOT-assisted state and local transportation agency is required to establish annual DBE goals and submit annual DBE accomplishments to DOT. Three major DOT operating administrations are involved in the DBE program - Federal Highway Administration (FHWA); the Federal Aviation Administration (FAA); and the Federal Transit Administration (FTA). The DBE and Airport Concessions DBE (ACDBE) programs are managed and administered by the FAA Office of Civil Rights (FAA ACR). The FAA ACR ensures DBE and ACDBE program compliance including the submission of goals, accomplishments, processing of complaint investigations, long term exclusive (LTE) leases, small business elements, certification and other program requirements. The FAA ACR requires one efficient tracking and recording system for ready reference and improved customer service.

2. Objective

ACR's objective is to provide one centralized resource for all FAA DBE and ACDBE Program information. In addition, to provide all DBE and ACDBE program users with one record system, simplify data aggregation, allow unique report generation, simplify trend analyses and eliminate the need for submission of paper copy.

3. Description of Work Requirement:

The contractor must implement the modules in a series of phases over time. Functionality is detailed below for each project. Concepts for enhancement are detailed afterwards.

General Information and DBE and ACDBE Reporting Module. Work for Phase 1 centers on enhancing existing data collection and display mechanisms to support goal and achievement data collection.

- Leverage existing system for portal access (e.g. <https://faa.dbesystem.com/>) and user management.
- Replace standard certification & compliance dashboard (used by recipients) with button to FAA goals and achievement reporting module.
- Add database tables to support:
 - All airports in United States subject to FAA reporting (currently 3365)
 - Official airport name
 - Airport sponsor
 - City, State
 - Location identifier
 - Airport Service Level (Primary, non-primary, general aviation, etc.)
 - Primary Airport Hub Type
 - Core Airport Flag
 - FAA Point of Contact
 - Part 26 Required?
 - Has a current DBE Plan?
 - Goal Methodology Received (date)
 - ARP Offer Date
 - First Time Recipient

- Prior Recipient/Prior Approval
- Prior Recipient/No Prior Approval
- Part 26 DBE overall and RC/RN split goals
- Part 26 DBE overall and RC/RN split achievement
- Gap Analysis
- Part 23 Required?
- Has a current ACDBE Plan?
- Goal Methodology Received (date)
- Part 23 ACDBE overall and RC/RN split goals for rental car
- Part 23 ACDBE overall and RC/RN split achievement for rental car
- Gap Analysis
- Part 23 ACDBE overall and RC/RN split goal for non-rental car
- Part 23 ACDBE overall and RC/RN split achievement for non-rental car
- Gap Analysis
- Long Term Exclusive (LTE) Waiver Requested (date)
- Joint Venture Analysis
- Generate canned FAA reports
 - ACR Trimester Scorecard
 - ACR 12250 Report
 - ACR Monthly Significant Activity Report
 - ACR Monthly Goal Report
 - OSDBU Monthly DBE Achievement Report

Phase 2

- Provide authorized FAA staff login access to view, add or edit data.
- Reporting process:
 - FAA staff would be able to:
 - Report goal/achievement data on behalf of an airport.
 - Edit/add airports and their designated contacts.
 - Make assignments to FAA staff for oversight.
 - Flag for review by Team Lead
 - Flag for review by ACR-4
 - Flag for review by AWP-9 Team Lead
 - Alert ARP Division of Non-Compliance
 - Set reminder to recipient for next due date for DBE and ACDBE reporting
 - Display a tabulation of airports, goals, and achievements by state/region/FAA staff.
 - Export goal/achievement data to XLS spreadsheet.
 - *Note: All data exchange between the system and a user will be encrypted.*
 - *Each report of data would be copied with date/time/user for auditing purposes.*
- Add capability for file attachments (link or upload).
 - Access Part 26 DBE sample plan and/or goal setting tool
 - Part 26 Program and/or Goal Methodology document
 - DBE Decision Letter (Generate letter from pull down menu – i.e., Concurrence, Disapproval with recommendations, Goal or Achievement not received, etc.)
 - Part 26 Small Business Element document (SBE)

- Access Part 23 ACDBE sample plan and/or goal setting tool
- Part 23 Program and/or Goal Methodology document
- ACDBE Decision Letter (Generate letter from pull down menu – i.e., Concurrence, Disapproval with recommendations, Goal or Achievement not received, etc.
- Long Term Exclusive (LTE) Agreement document
- LTE Result + Decision Letter
- Joint Venture document
- Joint Venture FAA Analysis

Phase 3

- Provide online training for FAA staff.
- Provide recipients with login capabilities to self-manage their information.
 - Allow recipients to access reporting history and submit information and updates.
- Automate system to send automatic reminders to designated recipient staff prior to the reporting deadline for each type of report due (i.e. goals: based on 3-year schedule, achievements: Dec 1 for DBE, March 1 for ACDBE, etc.).
 - Emails would contain a link allowing the recipient's reporting of data without requiring login.
 - Recipient reporting of required data and information would result in a confirmation notice and stop any further reminder alerts.
- FAA staff would review and approve/deny the submitted data and information.
 - System would generate letter to recipient contact upon approval, denial or request for additional information.
 - Applicable response letter will be selected from a pull down menu
 - If approved, the action would set the next reporting data (flag) for the applicable requirement.

Phase 4

- Add capability for tracking and processing:
 - Compliance Reviews.
 - Add database tables to support:
 - Recipient
 - Type of Review
 - Date of Initial Contact
 - Notice letter to Airport (Generate letter from pull down menu)
 - Recipient Response (upload)
 - Comments on Recipient Response
 - Confirmation of on-site visit dates (link or upload)
 - Site Visit Dates
 - Final report (Generate template from pull down menu)
 - Date Completed Report Sent to Recipient
 - Reported Progress Update to Coordinator (Date or Document Upload)
 - Complaint Investigations
 - Recipient
 - Statute

- DOT #
- Complainant
- Complaint correspondence (upload)
- Complaint Issue
- Assigned to
- Region affected
- Date Received
- Open (O)
- Age of Complaint
- Avery Due Date
- Complaint Issue
- Date Closed
- Finding (upload)
- Training, Consultations and Technical Assistance Provided to Recipients.
 - Type (check box: formal training, consultation, technical assistance)
 - Staff Member
 - Dates
 - Event
 - City, State
 - # of Attendees
 - # of Airports
 - DBE Topic
 - Registration sheet (upload)

Phase 5

- **Develop DBE and ACDBE Certification Training Development-professional format.**
 - Basic Training
 - Refresher Training
 - Updated Training (regulation, process or procedures updates)
- **Information Technology**
 - Develop Online Training
 - Develop Tracking System
 - Capture who provided the training and who attended
- **Training Delivery**
 - Six (6) live sessions/webinars
- **Training Materials**
 - Create hard copies, CDs, DVDs, etc.

Requirements:

- All data exchange between the system and a user must be encrypted.
- All data reported to the system is owned by FAA.
- Software ownership is retained by B2Gnow.
- Software escrow is available to FAA at an additional cost.

Delivery Schedule:

- **Two weeks after contract award:** A project schedule of actions is required.
- **Six months after contract award:** The contractor must provide a demonstration of all work items/online reporting interface.
- **Nine months after contract award:** The contractor must complete Phases 1-3
- **Fourteen months after contract award:** The contractor must complete Phases 4-5
- **Eighteen months after contract award:** The contractor must complete all work items and perform system test.

Contracting Officer's Representative (COR)

Nancy A Cibic

COR and FAA dbE-Connect System National Lead

FAA Office of Civil Rights

Physical location:

2300 E. Devon Avenue, Room 440

Des Plaines, Illinois 60018

847-294-7182

Nancy.cibic@faa.gov

Period of Performance: The base period is one year and one six month option period, if exercised.